

**HOW TO MARK YOUR ALACHUA COUNTY
VOTE-BY-MAIL BALLOT**

Alachua County uses the new Image Cast Evolution voting system to read your ballot. You must completely fill in the oval for the ballot to read accurately. Any other mark may not be read by the scanner.

DO USE A BLUE OR BLACK PEN.

DO NOT USE A RED MARKING DEVICE.

CORRECT EXAMPLE:



WRONG EXAMPLES:



**IF YOU MAKE A MISTAKE ON
YOUR BALLOT**

**Call the Elections Office (352) 374-5252
for instructions.**

You may check the status of your vote-by-mail ballot through our website at VoteAlachua.com, click on the "Registration Status" link.

VOTING BY MAIL



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ALACHUA COUNTY
SUPERVISOR OF ELECTIONS

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Gainesville, FL 32601-3348
(352) 374-5252**

VISIT OUR WEBSITE:
VoteAlachua.com

January 2017

Vote-by-mail laws are created by the Florida Legislature. This brochure explains the requirements for voting by mail.

WHO CAN VOTE BY MAIL

If you are a qualified registered voter in Alachua County, you are entitled to vote a vote-by-mail ballot.

REQUESTING BALLOTS TO VOTE BY MAIL

A ballot may be requested for all County, State, and Federal elections through the next two general elections or for specific election(s) during that period. Requests may be made in person, by mail, by fax or by telephone. **Requests that ballots be mailed must be received by the Supervisor of Elections no later than 5:00 P.M. on the sixth (6) day before any election.** Only the voter or a designated member of his or her immediate family (or a legal guardian) may request ballots for the voter. Immediate family means the voter's spouse or the parent, child, grandparent, or sibling of either the voter or of the voter's spouse.

All written requests must be signed by the requestor.

The person making the request must disclose the following information:

- The name of the voter for whom the ballot is requested.
- The voter's residence address (no PO boxes).
- The voter's date of birth.

If the voter has designated an immediate family member or legal guardian to request a ballot for him or herself, that designee must provide the above information as well as the following additional information:

- The requestor's name.
- The requestor's address.
- The requestor's relationship to the voter.
- The requestor's driver's license number (if available).

Note: If an address update is needed, the voter must make the request themselves.

OBTAINING YOUR BALLOT BY MAIL

Ballots are mailed prior to each election to those voters who have requested an absentee ballot.

BALLOTS CANNOT BE FORWARDED.

It is essential that the Supervisor of Elections Office has your current mailing address. If your mailing address has changed or if you will temporarily be using a different mailing address, contact the Supervisor of Elections Office so we can update your record and mail your ballot to the correct location.

A qualified voter may designate another person to pick up an absentee ballot for them. Pick-up ballots are available to a designee not earlier than five (5) days prior to the day of the election. The designee may not pick up more than two (2) vote-by-mail ballots per election, other than his or her own ballot plus ballots picked up for members of his or her immediate family. The designee must provide written authorization from the voter, complete an affidavit, and provide picture identification.

VOTING A BALLOT BY MAIL

- **The voter must personally vote the ballot** (unless assistance is required due to blindness, disability, or inability to read or write).
- **The voter must sign the return envelope.** (Power of Attorney is not allowed to sign for the voter.)
- **Your ballot may not count if your signature on file doesn't match. Be sure our office has your current signature on file.** You may update your signature by completing a Florida Voter Registration Application. **If you forget to sign your ballot, call the Elections Office to get an affidavit to cure your ballot.**

RETURNING YOUR BALLOT

Ballots must be received by the Supervisor of Elections Office by 7:00 P.M. on Election Day.